	University of North Carolina at Pembroke Police Department		
	TITLE: License Plate Reader System		General Order: 300-15
	Effective: 07/01/2023	Rescinds: N/A	Pages: 5

Purpose: The purpose of this Directive is to promote public safety and efficiency of law enforcement criminal investigatory activities through the use of License Plate Reader (LPR) technologies and protocols, while ensuring the appropriate safeguards are in place to protect the privacy, civil rights, and civil liberties of individuals.

Policy: LPR technology can be used to enhance public safety by assisting law enforcement to identify possible vehicles involved in an investigation. The technology should be used in a manner that protects the civil rights and civil liberties of citizens, including those rights guaranteed by the First, Fourth, and Fourteenth Amendments of the United States Constitution. The technology shall only be used to scan license plates of vehicles that are exposed to public view.

Definitions:

A. **License Plate Reader (LPR):** The technology that uses optical character recognition to automatically read license plate characters.

B. **LPR Data Query Logs:** A record of an individual performing a search or a query of LPR data and the license plate queried.

C. **Hotlist:** Data provided that includes license plate numbers of stolen vehicles, stolen license plates, wanted persons with a license plate associated with those records, and suspended or revoked registrations. This term also includes:

1. National data (i.e. National Crime Information Center (NCIC)) or similar categories,

2. License plates associated with AMBER Alerts or Missing Persons / Vulnerable Adult Alerts,

3. Manually entered license plate information associated with crimes that have occurred in any local jurisdiction or other investigative targets.

D. **Department LPR Administrator:** Individual(s) designated with administrative oversight of the LPR system deployment, operations, and maintenance.

Procedures:

A. The use of LPR technology, associated equipment, and databases by law enforcement are authorized only for official public safety purposes.

B. Officers are only authorized to utilize LPR technology to:

1. Attempt to identify and / or locate a vehicle related to an investigation.

2. Attempt to identify vehicle owners and / or occupants when such individuals:

    a. Has committed a criminal offense,

    b. Is involved in or is planning criminal conduct or activity, or

    c. Is a possible missing person, crime victim, or witness to criminal activity.

3. Prevent, detect, and / or assess potential safety threats to members of the public and / or public officials.

4. Identify vehicles during routine patrol with suspended or revoked vehicle registrations.

5. Monitor access to secured areas.

C. Use of Hotlists

1. Officers using an LPR should ensure that the most current hotlist data available is uploaded.

2. When the LPR indicates a hit from the hotlist, prior to initiating any stop, the officer shall verify that the captured plate image matches the plate number of the vehicle and the State of registration. An inquiry can be

used to assist in determining whether any further law enforcement action is warranted.

D. LPR data Sharing Dissemination

1. LPR data should be considered “For Official Use Only” and shall only be shared for legitimate law enforcement purposes.

2. Law enforcement may accept database search requests from another law enforcement agency or grant access to the database to another agency, in an attempt to identify individuals through the use of LPR technology, provided that the following requirements are met:

    b. All permissible and prohibited uses of this policy are adhered to,

    c. LPR data and search results may be disseminated to any law enforcement agency or official with a need to know such information in the performance of official duties.

    d. All information shared must abide by Departmental policies and State law.

3. When LPR data is disseminated outside of the Department, the reason(s) and identity of the authorized requesting person or agency shall be documented.

4. The use of LPR technology is restricted to approved legitimate law enforcement purposes as outlined in this Directive. The use of LPR technology for personal or other non-official purposes is a violation of this General Order.

5. LPR technology shall not be used for investigatory purposes when the request for identification is based solely upon:

    a. Religious, political, or social views or activities,

    b. Participation in a noncriminal organization or lawful event.

E. Record Retention

1. The Department LPR Administrator will be responsible for:

a. The maintenance of data including the retention of LPR data, requests for searches of LPR data, and the maintenance of hotlists,

b. And monitoring and maintaining a list of active authorized users who have access to the system, which is stored within the system.

2. Any LPR data determined to have investigative or prosecutorial value shall be archived in accordance with applicable statutory timeframes.

3. If no extension of LPR data retention is required, the recordings may be destroyed in accordance with the Department's retention procedures and with approval from the Department LPR Administrator.

4. All LPR inquiries shall document the reason(s) for a search and the identity of the authorized inquirer.

5. Any and all disclosure of LPR data must be consistent with applicable statutes regarding State and Federal law.

F. Training

1. Authorized personnel with access to LPR data will have received minimum initial training on:

a. How to use LPR technology,

b. The knowledge and understanding of the Department's LPR policy and procedures,

c. Applicable laws and privacy protections.

2. Any changes in hardware, software, applicable law(s), or annual review of the Department's LPR policy and procedures that result in necessary amendments are the subject of continued in-service training and / or through the issuance of training bulletins.

3. This policy is not intended to be a substitute for proper training in the use of LPR technology.

EFFECTIVE DATE

The effective date of this General Order is 07/01/2023.

APPROVED

G.E. Johnson

George Earl Johnson
Interim Chief of Police /
Director of Public Safety

Distribution: **All Personnel**
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LPR
Camera